



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 16, 2025 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Jackson called the regular session of the Town Council to order at 12:00 P.M.

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1 - remote), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

Mayor Rayment Jackson, Town Administrator Denice Kulseth, Town Clerk Jennifer Krembs (absent), Public Works Director Mike Liptack, Community Development Director Ryan Ericson, Finance Director Bethany Berry, and Executive Assistant Julie Greene.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

12:02 PM SET AGENDA

Councilmember de Freitas moved, Councilmember Geffen seconded to postpone the first reading of the utility rates. Motion passed unanimously 5-0.

Agenda was set.

12:03 PM ANNOUNCEMENTS

The Council requested that all cell phones be silenced during Council meetings.

12:04 PM PUBLIC COMMENT

- o Nancy DeVaux, county resident, Affordable Housing Advisory Committee
- o Tillary Williams, San Juan County (SJC) Deputy County Manager, attending on behalf of County Council Chairperson Kari McVeigh

12:11 PM CONSENT AGENDA

The Council asked whether the Town could be reimbursed for staff hours spent researching public records requests; this is not allowed in Washington state.

Moved by Councilmember Geffen, seconded by Councilmember Starr to approve the consent agenda as written. Motion passed unanimously 5-0.

Approved:

Ordinances

- o Ordinance No. 1826 - Adopting a new Section to the Friday Harbor Municipal Code Chapter 2.10.040 Public Records Policy.

Resolutions

- o Resolution No. 2975 – Ratify an agreement with Backflow Solutions, Inc., for software conversion.
- o Resolution No. 2976 – Ratify a master services agreement with SCS Engineering for 2026 landfill monitoring.

Payments and Claims

- 1) Claim warrants: 62592 to 62617 and DFT 407 to 436, dated August 07, 2025, in the amount of \$102,588.67.

- 2) Utility billing refund warrants: 62618 to 62622, dated August 15, 2025, in the amount of \$1,619.18.
- 3) Claim warrants: 62623 to 62653, dated August 14, 2025, in the amount of \$106,925.86.
- 4) Claim warrants: 62654 to 62676 and DFT 450, dated August 21, 2025, in the amount of \$164,838.47.
- 5) Claim warrants: 62677 to 62701, dated September 4, 2025, in the amount of \$168,410.94.
- 6) Payroll Claim warrants: 20218 to 20228, DFT 451 to 455 and 8/31/25 Direct Deposit, dated August 31, 2025, in the amount of \$357,972.49.

Minutes Approval of the Summary of the Minutes dated October 2, 2025

ACTION AND DISCUSSION ITEMS

12:13 PM Public Hearing – Griffin Place Development Agreement

At 12:15 PM, the Public Hearing for the Griffin Place Development Agreement was opened. Applicant David Flaum, representing Favor 34 LLC, introduced his team including Laura Flaum, Frank Weaver, John Geniuch, and Kim Williams. Williams of Designs Northwest Architects presented a PowerPoint on the Griffin Place development project proposed for Grover Street. The project would include 41 two-story townhomes in five buildings and eight apartments in another building that would be considered workforce housing. Parking for 74 vehicles would include EV stations as required per the Washington State construction codes. The design honors historic design although the project is outside of the town’s historic district. Buildings on Grover Street will appear to be single story from the street. The Council asked about a children’s play space; this is not in the design as the elementary school is nearby. The Council questioned private use of school property outside of school hours and would like to see that children are able to play closer to their homes. The Council received confirmation the EV stations would be level 2 chargers per state requirements rather than slow-charging level 1’s. The Council asked why there would be only eight workforce housing units. Several reasons were given including the cost to build.

Public testimony:

- o Amanda Lynn, town resident, opposed the project; questioned the guarantee of eight affordable units
- o Amber Harshbarger, town resident, opposed the project; concerned about parking issues and child safety
- o David Day, town resident, opposed the project; concerned with blocked views and strain on utilities
- o Kari Day, spouse of David Day, opposed the project; concerned about conflicting with the Town’s Comprehensive Plan
- o Corinne Morrell, town resident, opposed the project
- o Rachel Stephens, town resident, opposed the project
- o Justin Jewett-Platts, town resident, opposed the project; asked the Town to consider a crosswalk and seek options for dealing with traffic
- o Jennifer Hill-Girard (online), town resident, opposed the project
- o Suzanne Bryner (online), town resident, opposed the project

Written testimony was distributed to the Council in packet materials.

At 1:09 PM, the public hearing was continued to November 16, 2025.

1:10 PM Continued Public Hearing – San Juan Community Home Trust Argyle Lot Development Agreement

At 1:10 PM, the public hearing for the San Juan Island Home Trust Argyle Lot Development Agreement (DA) was reopened. Project Developer Karl Eberhard spoke on two requested changes. San Juan Island Home Trust Executive Director Amanda Lynn shared details on the proposed project. San Juan County Housing Coordinator Ryan Page reviewed the project timeline and correspondence with the Town on the project and noted the County Council’s request for a meeting with the Home Trust and Town Council. Page said the County’s edits to the DA had been approved by the County’s attorney, and the County is largely happy with the agreement. Community Development Director Ryan Ericson clarified there was no agreement earlier this year to meet with the County Council and

there have been two newer versions of the DA since January 2025. Councilmember Starr expressed interest in meeting with the County and Home Trust. Administrator Kulseth was asked if there could be legal issues with this. The Town attorney has said it would be inappropriate as the County would be participating as the owner, not a governing body. Kulseth explained if the request was for a workshop with no public hearing or public comment a meeting would be possible; but if changes to the DA are made in such a meeting, the process of a new public hearing would have to start over. Page said the County was asking for a work session, not a meeting to approve the DA, and this potential meeting would be unnecessary if they came to an agreement today. Tillary Williams offered to talk with the County Council and manager to set up a meeting if no agreement was made today.

Point of Order called by Councilmember Starr to clarify public hearing procedure.

1:35 PM Public Hearing testimony:

- Nancy DeVaux, county resident, supports permanently affordable housing
- Justin Kyle “Timber” Rose, town resident, supports completing housing projects

1:43 PM Public Hearing closed.

1:43 PM Council Deliberations

The Council reviewed staff’s memo listing the County and Home Trust’s requested edits to nine sections of the DA, the Town’s existing language, and staff’s recommendations.

Item 1 – Percent area mean income (AMI). The Town defines moderate income at 80% to 120% AMI. Page said the County’s Home Fund can only fund up to 115% AMI. Councilmember de Freitas would like to work with the County to increase this to 120% in the future.

Moved by Councilmember Starr, seconded by Councilmember Geffen to approve San Juan County Recital, whereas, the Town wishes to provide moderate-income housing defined by Washington state as 80% to 115% AMI and affordable housing as less than 80% AMI in the Town of Friday Harbor. Motion passed unanimously 5-0.

Item 2 — Workforce vs moderate income. The County prefers the term “moderate income” over “workforce” housing.

Moved by Councilmember Geffen, seconded by Councilmember de Freitas to approve San Juan County Recital, whereas, the Town of Friday Harbor and the San Juan Community Home Trust have agreed to an affordability mix for the project that assigns 50% to moderate-income housing. Motion passed unanimously 5-0.

Item 3 – Section 2(A)(7) – Mix of affordable units. The County asked to exclude “very low income” units to simplify the language and provide flexibility. Ericson explained that the affordability mix matrix in the packet is not in the DA, the Town must plan for all income bands, and the County’s language does not accurately portray those agreed mixes of income bands. Lynn addressed reporting protocols and vacancy rates.

Moved by Councilmember Starr, seconded by Councilmember Turnage, to approve staff recommended language in Section 2(A)(7): The Developer shall lease or rent to the general public or make available for lease or rent to the general public no fewer than thirty-five (35) Affordable Units. Once the total number of developable units is determined for the project, fifty percent (50%) of those units shall be Very Low-Income (30% to 50% AMI) or Low-Income (50% to 80% AMI) units, and 50% shall be Moderate-Income (80% to 115% AMI) units. Should the development contain an odd number of units, the remaining unit shall be designated a Low-Income unit. Motion passed unanimously 5-0.

Item 4 – Section 2(A)(8) – Number of two-bedroom or greater units. The County asked to lower the minimum from 50% to 30% of the units to be consistent with the County’s landlord lease and allow flexibility. The Council did not see that as an improvement to density and expressed concern that single parents in one-bedroom units is substandard housing. Eberhard said the Home Trust is being asked to make accommodations including larger setbacks. Lynn said the Home Trust fund would not allow parents and children to share bedrooms. Councilmember Starr suggested compromising at 40% of the units. Councilmember de Freitas said discussion of additional two-bedroom units could come later as part of concessions.

Point of Order called by Ericson to continue deliberations and address elderly housing allocations with the San Juan Community Home Trust at a later time.

Moved by Councilmember Turnage, seconded by Councilmember de Freitas to approve staff recommended language in section 2(A)(8): Unless otherwise agreed by the parties in writing, a minimum of fifty percent (50%) of the units constructed shall contain two (2) or more bedrooms. Motion passed 3-2 with Councilmembers Geffen and Starr voting against.

Item 5 – Section 2(A)(10) – Solar zone and building orientation. The County and Home Trust asked to remove the requirement that buildings be solar-ready per the applicable Town-adopted state building codes and that roof surfaces be oriented to maximize energy production. Staff recommended adding “as feasible” to the existing language.

Moved by Councilmember de Freitas, seconded by Councilmember Starr to approve staff recommended language in Section 2(A)(10): Buildings must be constructed to be solar -ready per the applicable Town-adopted State Building Codes , and building roof surfaces must be oriented to maximize energy production as feasible. Motion passed unanimously 5-0.

Item 6 – Section 2(C)(3) – San Juan County Home Funds guidelines. The County wants the developer to be subject to their review and approval for compliance. Staff recommended retaining existing language or striking the section.

Moved by Councilmember Turnage, seconded by Councilmember Geffen to approve deletion of Section 2(C)(3). Motion passed unanimously 5-0.

Item 7 – Section 2(E) – Property maintenance code. Page noted this is the only mention of “owner” in the DA. The County won’t sign a document they haven’t seen.

Moved by Councilmember de Freitas, seconded by Councilmember Starr to accept staff recommended language in Section 2(E): A. Maintenance of Property. The Owner shall on a form provided by the Town record a restrictive covenant on the property that requires adherence to the International Property Maintenance Code. This restrictive covenant shall be recorded prior to the issuance of building permits.

Page disagreed with the decision, saying it didn’t address the County’s concern with signing an unseen form from the Town.

Moved by Councilmember de Freitas, seconded by Councilmember Starr to accept staff recommended language as amended to include “mutually agreed to” for Section 2(E): A. Maintenance of Property. The Owner shall on a mutually agreed upon form provided by the Town record a restrictive covenant on the property that requires adherence to the International Property Maintenance Code. This restrictive covenant shall be recorded prior to the issuance of building permits. Motion passed unanimously 5-0.

Item 8 – Section 2(F)(2) – Tolling. The County and applicant asked that all deadlines, time periods, and performance obligations be tolled and suspended for any time in which the Town has not performed per the DA. Language from Section 2(F)3 and Section 6 were discussed. The staff report states the Council approved the existing language in August and the DA includes remedies. Ericson was asked if the tolling period is typical; he said each DA is unique, that this is a small item, and the Council should accept the County’s language.

Councilmember de Freitas moved, Councilmember Starr seconded accepting the San Juan County and San Juan Community Home Trust language in Section 2(F)(2): All deadlines, time periods, and performance obligations under this Agreement shall be tolled and suspended for the duration of any time which a use or activity was not actually pursued due to the pendency of administrative appeals or legal actions. The tolling period shall commence on the date the matter is submitted for such review, and shall end on the date the reviewing authority issues a final determination. Upon conclusion of the tolling period, all affected deadlines shall resume with the same number of days remaining as existed at the commencement of tolling . All deadlines, time periods, and performance obligations under this Agreement shall be tolled and suspended for the duration of any time which the Town has not performed per DA § 2.B.3. Motion passed unanimously 5-0.

Item 9 –Approved uses continue for 99 years. The County requested the addition of this section to allow multifamily use to continue for 99 years. The section would also survive termination of the agreement. Ericson explained that once a building permit is issued the Town’s non-conforming rules are in effect.

Moved by Councilmember de Freitas, seconded by Councilmember Geffen not to adopt Section 2(F)(3) as suggested by the San Juan County and San Juan Community Home Trust . Motion passed unanimously 5-0.

Moved by Councilmember Geffen, seconded by Councilmember Turnage to approve the DA as amended by previous motions. Motion passed unanimously 5-0.

3:00 PM ADMINISTRATOR’S REPORT

- On October 8, 2025, the Town participated in the High School’s Futures Fair. Mike Liptack, Paul King, Joe Pasic, and Jennifer Krembs joined Kulseth at the event. They hope to continue participating.
- Safe San Juans requested permission to wrap street tree trunks with purple lights on Second Street from Blair Avenue to Spring Street for October’s Domestic Violence Awareness month. The request is acceptable to Streets and Parks Supervisor Justin Nibler. The Council agreed.
- The Alhadeff Park ribbon cutting is scheduled for 11 a.m. Thursday, November 6, 2025.
- Mock Council with the seventh-grade class is scheduled for Monday, November 17, 2025. Councilmembers de Freitas and Geffen will participate.
- Kulseth met with Town Council candidate Chelsey Dyer who will be filling Councilmember Turnage’s seat. The opportunity to attend the Elected Officials Essentials Workshop taking place December 6, 2025, was shared with Dyer.
- Diane Carlshagen has been hired as Assistant Finance Officer.
- Kulseth will attend the AWC Regional Meeting on Monday to discuss legislative priorities. At the previous meeting, she gained support from other small towns to exclude them from the senate bill eliminating parking requirements. Alex Ramel successfully amended the bill for towns under 25,000 population. Kulseth said small towns are losing the ability to control local development.

3:12 PM PUBLIC COMMENT

- Amanda Lynn, Executive Director San Juan Island Home Trust, said they are addressing senior housing with 100% adaptable units, apologized for earlier comments, and thanked the Council for approving the DA.

3:15 PM FUTURE AND NON-AGENDA ITEMS

No items forthcoming.

3:15 PM ADJOURNMENT

Hearing no further business and no objection, Mayor Jackson adjourned the meeting. The next regular meeting is scheduled for Thursday, November 6, 2025, at 12:00 P.M.

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These minutes were approved by motion of the Town Council . The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Jennifer Krembs, Town of Friday Harbor Clerk